



United States Department of the Interior
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Instruction Memorandum No. NM-2002-015
Expires: 9/30/2003

To: All NMSO Employees

From: State Director

Subject: Emergency Situation Procedures (Inclement Weather)

The following procedures apply to the New Mexico State Office during inclement weather and/or other emergency situations. Employees are encouraged to keep a copy of this Instruction Memorandum for reference during emergency conditions.

In conjunction with both the Forest Service and National Park Service, we will follow the lead of the State of New Mexico. Therefore, in terms of office closure, delayed opening, or early release because of poor weather conditions, we will do exactly what the State of New Mexico is doing for their Santa Fe employees. When you hear on the radio or see on TV some schedule change for State employees in Santa Fe due to bad weather, it applies to you also. Employees may also call the Employee Information Hotline (438-7410) which will be updated as weather conditions change.

The Deputy State Director, Support Services, will recommend office closure or delayed reporting time to the State Director or Associate for decision.

Individual Preparation and Responsibility

In the absence of any notification to the contrary, in deciding whether to report for work, employees are expected to use their best judgment as to the risks and hazards involved. However, those who do not report for work when the office is open will have their leave charged to the appropriate leave category.

Employees are encouraged to plan ahead for their other obligations and inform their supervisor/Team Leader of potential problems. For example, if school or senior citizen center closures will necessitate your absence on snow days, inform your Team Leader now, as well as calling in at the beginning of the workday. Informed planning, on an individual and organizational basis, is the best way to mitigate the impacts of any emergency situation that may occur.

As a reminder, the State Office doors (front, main entrance) are open from 7:30 a.m. to 4:30 p.m. Normal business hours to serve the general public are from 8:00 a.m. to 4:00 p.m.

The New Mexico State Office procedure for Competitive Oil and Gas Lease Sales scheduled on a business day with a **2-hour delay** or if the office is **closed** for business will proceed as follows:

1. In the event of a 2-hour delay, the Competitive Oil and Gas Lease Sale will begin at 11:00 a.m. with bidder registration commencing at 10:00 a.m. The BLM, NMSO General Public Information Line will be updated with recorded information regarding delays. The Division of Support Services will be responsible for updating this line.
2. In the event that BLM, NMSO is closed for business on the day of a scheduled Competitive Oil and Gas Lease Sale, the sale will be rescheduled for a later date.

Questions concerning this policy should be directed to Janice L. Gamby, Division of Support Services. For questions concerning leave policy, please contact your timekeeper or the Human Resources Management staff.

Authenticated by:
Elizabeth Berkhoudt
Secretary

Signed by:
M.J. Chavez
State Director

1 Attachment:
1 - Alternate Work Schedule
Leave Policy Impacts (1 p)

ALTERNATE WORK SCHEDULE LEAVE POLICY IMPACTS

Employees on alternate work schedules will be affected in the following ways in situations of office closure caused by emergency conditions: When offices are closed prior to the start of the workday, the maximum number of hours an employee on a flexible work schedule can record as administrative leave is 8. Fewer than 8 hours work will be recorded by such employees when the employee needs less than 8 to reach 80 hours for the pay period.

Employees on compressed work schedules (5/4/9 or 4 10's) record the number of hours they were scheduled to work that day as administrative leave. If the scheduled lieu day occurs when administrative leave is granted, the employee will not be given administrative leave.

When offices are closed during the workday, employees on flexible work schedules record the difference in the number of hours worked from 8 hours as administrative leave (however, they would record less hours if they need the smaller number to reach 80 hours for the pay period). Employees on compressed work schedules record the difference in the number of hours worked and number of hours they were scheduled to work that day as administrative leave.